

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FOOD SERVICES LEADER-PRISONER**

**JOB DESCRIPTION**

Employees in this job oversee the work of prison inmates on a shift in a food service operation at a correctional facility.

There is one classification in this job.

**Position Code Title – Food Services Leader-Prisoner-E**

Food Services Leader-Prisoner E9

This is the experienced level. The employee performs a range of assignments and routinely uses independent judgment in making decisions related to the work. Guidance and directions are generally available as needed.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, oversees, and reviews the preparation, cooking, and serving of meals in a safe and sanitary environment.

Plans, develops, and implements in-service training programs in an area of food service work for prisoners.

Evaluates prisoners' performance through review of completed work assignments.

Estimates food costs, establishes proper portioning of food and quality control measures to meet nutritional standards and budgetary responsibilities.

Requisitions and orders required foodstuffs and necessary equipment; checks maintenance of equipment, and requests needed repairs or replacement of items.

Assists in the development of and enforces policies and procedures for the food service area.

Maintains inventory records and prepares reports as required.

Instructs prisoners in the preparation of food and use of food service equipment.

Maintains control of critical implements in accordance with policies and standards.

Performs shakedowns, writes disciplinary tickets, takes inmate counts, and other custody-related functions.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Considerable knowledge of quantity food preparation and services, procedures, and practices.

Considerable knowledge of the nutritional value and uses of various foods.

Considerable knowledge of mathematical calculations to be used in determining the number of servings in a given amount of food.

Considerable knowledge of departmental rules, regulations, policies, and procedures.

Considerable knowledge of occupational hazards and safety rules/regulations.

Considerable knowledge of standards of sanitation used in food service operations.

Considerable knowledge of basic interpersonal problem resolution techniques.

Considerable knowledge of numbers and types of workers needed to staff a large food service operation.

Some knowledge of security procedures and techniques.

Ability to plan work schedules and maintain work standards.

Ability to properly use kitchen implements and equipment.

Ability to instruct, guide, and evaluate prisoners.

Ability to communicate effectively.

Ability to maintain composure during stressful situations.

Ability to maintain inventories and requisition supplies and equipment.

#### **Working Conditions**

Jobs require an employee to work in a potentially hostile environment.

Jobs require direct contact with prisoners.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

**Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to stand for long periods.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

Four years of experience in quantity food preparation such as can be attained in a hotel, restaurant, or institution, two years of which is equivalent to the Cook 7 in state service.

**Alternate Education and Experience**

An associate's degree in food services management, human nutrition, dietetics, or hotel, restaurant and institution management may be substituted for one year of Cook 7 experience.

A bachelor's degree in food services management, human nutrition, dietetics, or hotel, restaurant and institution management may be substituted for the experience requirement.

**Special Requirements, Licenses, and Certifications**

Experience gained in taverns, lounges, and fast food enterprises will not be used in qualifying for this job.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**FOOD SERVICES LEADER-PRISONER**

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FOODSRLDR	Food Services Leader-Prisoner

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Food Services Leader-Prisoner-E	FOODSLDR	U11-120

ECP Group 1  
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